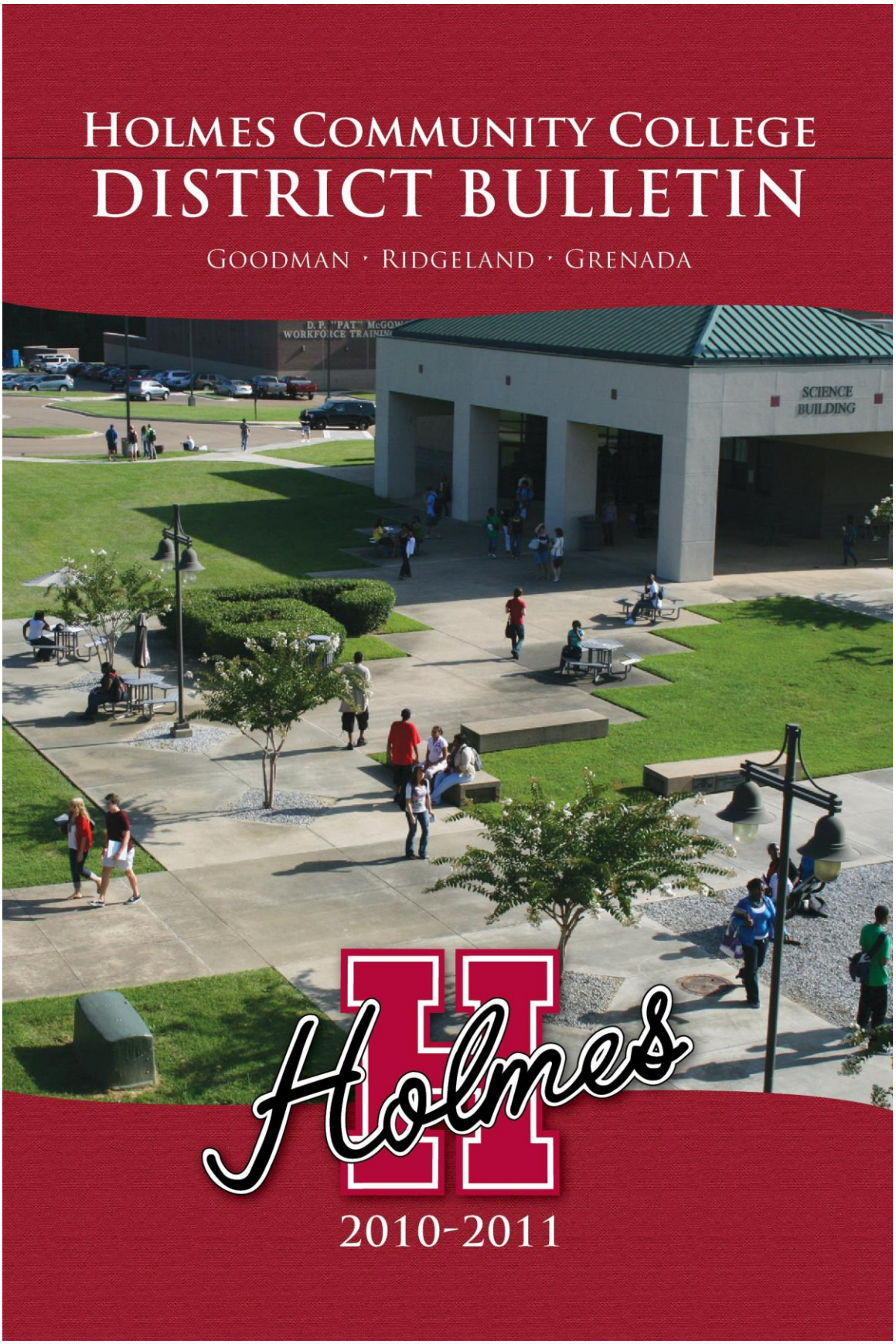

AMENDMENT I to HOLMES COMMUNITY COLLEGE 2010-2011 BULLETIN

Page 52: Classroom Policies & Requirements.
4. Cell phones must be turned off when entering classes and school activities where phone usage would interrupt school proceedings. When cell phones become a problem in an educational setting, the issue becomes a disciplinary matter.

Page 53: Basic Requirements for Internet-Based Courses.
Added as the last sentence to the first paragraph: In order to ensure the integrity of every class taught via eLearning, there must be 2 or 3 proctored tests per class each semester, and one must be the final exam.

Page 62: Tardies (Heating & AC, Collision, Machine Shop & Automotive & Welding).
Change to the following sentence: For Cosmetology students, 30 minutes will be deducted for each tardy of 1-15 minutes.

Page 67: Students Called to Active Duty.
The following sentence is added to the end of the second paragraph: If after the removal of the student's tuition and fees there is a balance due on the student's account, this amount must be paid by the student. If after the removal of the student's tuition and fees there is a credit balance, that amount will be refunded to the student.

Page 70: Associate of Arts Degree (AA) Requirements.
The degree requirements have changed as follows:

ASSOCIATE OF ARTS DEGREE (AA) REQUIREMENTS
This degree is awarded to university transfer majors.

1. General Education Core:

   ENG 1113 & 1123 - English Composition I & II
   MAT 1313 - College Algebra or higher-level math
   SPT 1113 – Public Speaking
   Natural Sciences with labs - Two courses - 6 to 8 Hours
   Humanities – 6 Hours
   Social/Behavioral Science – 6 Hours
   Fine Arts - 3 Hours

   Total General Education Core: 33 - 35 Hours

2. 29 Hours of Electives/64 Hours Total Required
   No Pre-Core, Career, or Technical hours will apply toward the AA Degree

3. A 2.00 cumulative GPA (see TRANSFER CREDITS)

4. A 2.00 GPA on Holmes Community College credit Hours

5. Residency requirement: In order to receive an associate degree, certificate of graduation, technical certificate, or a career certificate, sixteen semester hours of credit, or 25% of the degree requirements, (whichever is greater), must be earned through Holmes and must exclude developmental courses or courses previously passed at another institution. Credit awarded for CLEP, AP, correspondence courses, or military service will not count toward meeting the residency requirements.

Page 73: Grade Recognition and Honors.

A. 2. Remove: Full-time career students with grade point averages of 3.5 to 4.0 will be placed on a Career Honors List.

Page 102: Veteran's Educational Benefits.

Policy has been changed as follows:
Students who plan to attend Holmes Community College under any type of Veteran Educational Assistance Program should contact the VA Certifying Official on the campus they are attending. In order to be eligible for VA Education Benefits, a student must adhere to policies established by the school as well as the State Approving Agency.

A statement of the Standards of Progress and Attendance that applies to all veterans under Chapter 1606, 1607, 30, 32, 33, 34, and 35 of Title 38 is published in the Holmes Bulletin under the direction of the Office of the Vice President for Academic Programs. This statement of revised standards of progress and attendance will be submitted for approval to the State Approving Agency effective Fall, 2010. The statement is in compliance with VA Regulation 14253 (D).

Veterans are admitted on the same basis as other students. Published calendars, policies, and regulations apply to Veterans receiving VA Education Benefits on the same basis as other students. Also based on VA rules and regulations, students will receive VA Education Benefits only for courses which apply toward a degree program or the necessary remediation.

Records of Students' Receiving VA Education Benefits:

The office of the Vice President for Academic Programs maintains a file on all HCC students who receive Veteran's Education Benefits. The files contain all Enrollment Certifications and forms submitted by Holmes in regard to the students' school attendance, and all of these forms are submitted to the Atlanta RPO by the Office of the Vice President for Academic Programs. Each campus also maintains a file for each VA student who attends that particular campus and each has staff personnel to assist students who receive VA Education Benefits. When the student graduates or terminates school attendance, the file is kept for a period of three years as required by VA. A Veteran may inspect his file at any time. The files are also open to inspection by official representatives of the Veteran's Administration and the State Approving Agency.

Academic Standards of Progress Required for Students Who Receive Veteran's Education Benefits:

The student receiving VA Education Benefits will follow the same Policy on Satisfactory Academic Progress For Federally Funded Financial Aid in both Qualitative Measure and Measureable Progress Requirements.

Qualitative Measure:

In order to meet the required qualitative measure, a student receiving Veteran's Education Benefits must maintain a minimum overall cumulative GPA based on the following scales. This measurement becomes effective when the Veteran has attempted at least 6 credit hours at Holmes Community College.

1-48 Attempted hrs	49& above Attempted
1.75 G.P.A.	2.0 G.P.A.

Measurable Progress Requirement (Completion Rate):

In order to maintain measurable progress toward the completion of a degree, a student must successfully complete a satisfactory percentage of all Holmes Community College coursework and all transfer credit hours attempted. The percentage is shown below. (Hours attempted include repeated courses, dropped courses, withdrawals, remedial courses, incomplete and completed courses.) This measure becomes effective when a student has attempted at least 6 hours of credit at Holmes Community College.

All students must maintain a 67% completion rate in order to avoid VA Probation or Suspension.

VA Probation and Suspension

The progress of each Veteran certified to receive Educational Benefits who is attending HCC will be reviewed at the end of each semester. After 6 credits hours have been attempted at Holmes, the standards outlined above will be applied. Those who fail to meet these Standards of Progress will be placed on VA Probation for one semester, will receive a warning, and will continue to receive benefits. If the veteran fails to meet the Standards of Progress after the Probation Semester, the veteran will be placed on VA Suspension, will be notified, and will not be re-certified to receive VA Education benefits until the deficiencies have been corrected.

Page 151: Associate Degree Program Options.
This section has been changed as follows:

Option One - 12 month program

Summer Term

Nursing Transition I……NUR 1316	Nursing Transition II….....NUR 1326
Total……6 hrs.	Total……..6 hrs.

Page 152:
This section has been changed as follows:

First Year

Nursing Theory I ……NUR 1116	Nursing Theory II……..NUR 1226

Page 161: Medical Office Technology
Should now read Healthcare Data Technology above Medical Office Option under the Business & Office Technology umbrella.

A new program has been added under Healthcare Data Technology: Billing & Coding

Business & Office Technology

Health-Care Data Technology
Billing & Coding option

FIRST YEAR
First Semester

Mechanics of Communication	**BOT 1713**
Applied Business Math	**BOT 1313**
Document Formatting & Prod	**BOT 1113**
Microcomputer Applications	**BOT 1133**
Medical Office Terminology I	**BOT 1613**
Business Accounting	**BOT 1433**
or Prin of Acct I	**ACC 1213**

18 hrs

Second Semester

Word Processing	**BOT 1143**
Records Management	**BOT 1413**
Medical Office Terminology II	**BOT 1623**
Medical Office Concepts	**BOT 2743**
Computerized Accounting	**BOT 2413**
English Comp. 1	**ENG 1113**

18 hrs

SECOND YEAR
First Semester

****Transcription Elective**	**3**
CPT Coding	**BOT 2643**
ICD Coding	**BOT 2653**
Medical Information Mgt	**BOT 2753**
Humanities/Fine Arts Elective	**3**
***College Algebra**	**3**

18 hrs

Second Semester

****Transcription Elective**	**3**
Advanced Coding	**BOT 2663**
Medical Insurance Billing	**BOT 2673**
Business Communication	**BOT 2813**
Social/Behavioral Science Elective	**3**
Oral Communications	**3**

18 hrs

This program is designed as a continuation of the secondary Business Technology curriculum. Any student who did not satisfactorily complete one of these programs or who does not demonstrate and/or document mastery of identified competencies will be enrolled in one or more additional basic skills courses.

Prior to enrollment in BOT 1113 - Document Formatting and Production, students will be required to key straight-copy material at a minimum of 35 GWPM, on a 5-minute timed writing, with a maximum of one error per minute. Students who do not demonstrate this level of proficiency will be required to enroll in BOT 1013 - Introduction to Keyboarding.

***** **BOT 1313 & a Natural Science with lab may be substituted.**

****** **Transcription Electives: BOT 1513, BOT 2523, BOT 2533**

Page 162: Microcomputer Technology has been removed.

Page 164: Computer Network Support Technology has been changed as follows:
Information Systems Technology
Computer Networking Technology Curriculum

First Year
First Semester
ENG 1113 English Composition I
CPT 1333 Operating Platforms
IST 1134 Fundamentals of Data Communication
IST 1213 Client Installation and Configuration
IST 1154 Web and Programming Concepts
Total 17 hrs

Second Semester
MAT 1313 College Algebra
IST 1244 Network Admin Using Microsoft Windows Server
IST 1223 Network Components
Humanities / Fine Arts Elective (3)
CNT 2423 System Maintenance
Total 16 hrs

Second Year
First Semester
IST 1143 Security Principles and Policies
IST 1314 Visual Basic Programming
IST 1254 Network Administration Using Linux
IST 1163 Concepts of Database Design
IST 2224 Network Planning and Design
Total 18 hrs

Second Semester
SPT 1113 Oral Communications
IST 2234 Network Implementation
Programming Elective (4) *
IST 2923 Special Problem in Information Systems Technology
Social / Behavioral Science Elective (3)
Total 17 hrs

Total for Program 68 Hrs

Computer Networking Technology: is a two-year program which offers training in telecommunications, network administration, and client/server systems. An AAS degree is earned upon successful completion of the Network Support curriculum. Successful completion of the first year entitles a student to a certificate in Network Operations. Students enrolling in the CNT Program must meet the colleges ACT admissions standards; however, an ACT score of 18 is recommended for admission into this program.
* Programming electives should be chosen from the following list:
- IST 1714 Java Programming Language
- IST 2374 C Programming Language
- IST 2384 Advanced C Programming Language
- IST 2334 Advanced Visual BASIC Programming Language
- IST 2324 Script Programming

Page 165: Computer Programming Technology has been changed as follows:

Information Systems Technology
Computer Programming Technology
(Grenada Center)
First Year

First Semester		Second Semester	
Professional Development…….…..….BOT 1213		Survey of Microcomputer Applications…….…… CPT 1323	
OR Bus Comm……...BOT 2813		OR Micro/Appl…….…...BOT 1133	
OR Bus Comm…..….....BAD 2813		OR Micro/Appl…… CSC 1123	
*College Algebra…….…MAT 1313		Security Principles and Policies…….…. IST 1143	
English Comp I……...ENG 1113		Humanities/ Fine Arts Elective……..3	
Web and Programming Concepts……...IST 1154		**Programming Language Elective…….…….….4	
**Programming Language Elective……....4		***Elective……...3	
Total 17 hrs.		Total 16 hrs.	

Second Year

First Semester		Second Semester	
Concepts / Database Design...IST 1163		Systems Analysis & Design……IST 2314	
OR Database Mgmt…....BOT 2323		Public Speaking……...SPT 1113	
Fundamentals of Data Communication…….IST 1134		Social/Behavioral Elective…….……....3	
IT Foundations…..…….....IST 1124		**Programming Language Elective……..…4	
**Programming Language Elective……..…4		**Programming Language Elective……..4	
***Elective…….……..3			
Total 18 hrs.		Total 18 hrs.	

Computer Programming Technology is a two-year program that is designed to offer training in the development of Business Application Software. An Associate of Applied Science degree is earned upon successful completion of the Computer Programming curriculum. Students enrolling in the CPT Program must meet the general admission requirements of the college district; however, an ACT score of 18 is recommended.

*MAT 1233 & Natural Science with lab may be substituted.

**Programming Language Electives:
Visual BASIC Programming Language……..…IST1314
RPG Programming Language……..…....IST1324
COBOL Programming Language……..…..IST1334
Java Programming language…….IST1714
Script Programming……..…….……IST 2324
Advanced Visual BASIC Programming Language…IST 2334
C++ Programming Language…….....IST 2374

***Programming Language Elective, Work-Based Learning in Computer Information Systems Technology, or other approved related technical or academic course.

Page 166: Software Engineering Technology has been changed as follows:
Information Systems Technology
Software Engineering Technology Curriculum

First Year
First Semester
IST 1314 Visual Basic Programming
IST 1154 Web and Programming Concepts
IST 1134 Fundamentals of Data Communication
MAT 1313 College Algebra
CPT 1333 Operating Platforms
Total 18 hrs

Second Semester
Social / Behavioral Science Elective (3)
IST 1244 Network Admin Using Microsoft Windows Server
IST 1223 Network Components
CNT 2423 System Maintenance
IST 2334 Advanced Visual Basic Programming
Total 17 hrs

Second Year
First Semester
IST 2324 Script Programming
IST 1143 Security Principles and Policies
IST 1213 Client Installation and Configuration
IST 1163 Concepts of Database Design
Programming Elective (4) *
Total 17 hrs

Second Semester
SPT 1113 Oral Communications
IST 2414 Flash Game Programming
Humanities / Fine Arts Elective (3)
IST 2314 Systems Analysis and Design
ENG 1113 English Composition I
IST 2922 Special Problem in Information Systems Technology
Total 19 hrs

Software Engineering Technology is a two-year program which offers training in the design of coding and testing of business applications; network management; and computer system operations. Opportunities for students with expertise in SET include industries such as health care, manufacturing, telecommunications, and computer consulting. An Associate of Applied Science degree is earned upon completion of the SET curriculum. Students enrolling in the SET program must meet the general admission requirements of HCC; however, an ACT score of 18 is recommended for admission into this program..

* Programming Electives:
- IST 1714 Java Programming Language
- IST 2374 C Programming Language
- IST 2384 Advanced C Programming Language

Page 176, 178, & 179: Engineering Technology Options.
INT 1214 - Fluid power has been added as an approved technical elective under the following Engineering Technology options: Drafting & Design Technology, Industrial Engineering Technology, and Industrial Technology Technology

Page 181: Funeral Service Technology.
The American Board of Funeral Service Education (ABFSE) has a new address:
3414 Ashland Avenue, Suite G St. Joseph, MO 64506

Page 183: Heating Ventilation, AC & Refrigeration
The following changes have been made:
First sem.,first year: Add ACT 2912 Special Project in H & AC, increasing the sem. hours to 16
Second sem., first year: Add ACT 2913 Special Project in H & AC
First sem., second year: Add ACT 2921 Supervised Work Exp in H & AC
Sec. sem., second year: Add ACT 2911 Special Project in H & AC
Remove the Restricted Technical Electives

Page 184: Industrial Maintenance Mechanics
The program has been changed as follows:

Industrial Maintenance Mechanics
(Ridgeland Campus)
First Year

First Semester		Second Semester	
Indus. Main Blueprint . ……..	IMM 1132	Comm & Ind Wiring ……ELT 1123	
Indus. Elect. for Maintenance	IMM 1814	Motor ControlSys ……ELT1413	
IMM Math & Measure……..	IMM 1122	Adv. lnd. Elec./IMM……	IMM1823
Indus. Hand Tools …….	IMM 1213	Piping / Hydro-Testing ……IMM 1614	
Intro/Nat Elec Code…….	ELT 1133	Equip. Install/Alignment …IMM 1514	
Industrial Safety …….ENT 1153		Indus. Weld. /Metals ……IMM 1733	
Total 17 hrs.		Total 20 hrs.	

Summer Semester

Switching Circuits ELT 1273
Programmable Logic Control ELT2613
Total 6 hrs.

One-Year Certificates in IMM can be earned at this point.

Second Year

First Semester		Second Semester	
*College Algebra……..	MAT 1313	Speech…….SPT 1113	
EnglishCompl…….ENG1113		Humanities/Fine Art	3
Residential Wiring…….	ELT 1113	Social/Behavioral Science	3
Advanced PLC……	ELT 2623	Hydraulics/Pneumatics.. . .	IMM 1313
Equip. Main.,Troub.,and Rep .	.IMM 2113	Solid State Motor Controls.	ELT 2424
Total 15 hrs.		Total 16 hrs	

Industrial Maintenance Mechanics is a technical program designed to prepare students for entry-level employment as multi-skilled maintenance technicians. Industrial maintenance trade technicians are responsible for assembling, installing, and maintaining/repairing machinery used in the manufacturing or industrial environment. Students receive basic instruction in a wide variety of areas including safety, machinery maintenance and troubleshooting/service, blueprint reading, basic welding and cutting operations, basic machining operations, fundamentals of piping and hydro testing, and fundamentals of industrial electricity.
*MAT 1233 or BOT 1313 & a Natural Science with lab may be substitute for College Algebra. Assistance with math and/or reading will be available on a co-curriculum basis to certificate-seeking students who lack entry-level skills in mat and/or reading.

Page 185: Machine Tool Technology
The program has been changed as follows:

Precision Manufacturing and Machining Technology
(Grenada Center)

*First Year

First Semester		Second Semester	
Power Machinery I……	MST 1114	Power Machinery II……	MST 1124
Precision Layout……	MST 1613	Welding & Forging……	ENT 2323
Blueprint Reading …….	MST 1413	Adv. Blueprint Reading……..	MST 1423
or Graphic Comm……	ENT 1113	or Tech Graphics….....	ENT 1133
Machine Tool Math ……	MST 1313		
or Comp. Methods….....	ENT 1123	***App. Technical Elective…….....	3
Principles of CAD……	ENT 1313	**Humanities/F.A. Elec…..…….	3
Total	16 hrs.	Total	16 hrs.

One-Year Certificates in PMMT can be earned at this point.

Second Year

First Semester		Second Semester	
Power Machinery III……..MST 2134		Power Machinery IV……..MST 2144	
CNC Operations I……MST 2714			
or CNC…..ENT 2364		CNC Operations II…….MST 2724	
**College Algebra..……..MAT 1313		***App. Technical Elective ..……	3
**English Comp I……ENG 1113		**Public Speaking…….SPT 1113	
		**Social/Behavioral Science..……	3
Total	14 hrs.	Total	17 hrs.

Precision Manufacturing and Machining Technology is a technical/certificate instructional program that prepares individuals in the advanced operations used to manufacture metal parts on machines such as lathes, grinders, drill presses, and milling machines. Included is instruction in making computations related to work dimensions, testing, feeds, and speeds of machines; using precision measuring instruments such as layout tools, micrometers, and gauges; machining and heat-treating various metals; and laying out machine parts. Also included in the two-year certificate and AAS is instruction in the operation and maintenance of computerized equipment (Computer Numerical Control).

* Students completing the first two semesters (first year) are eligible to receive the one-year certificate.
** Students seeking the one- or two-year certificate are not required to take this academic course.
***Approved Technical Electives: ENT 1153, ENT 1323, ENT 2263, INT 1214, MST 2813, MST 2913, WBL 191(1-3), OR WBL 192(1-3). WBL hours may not exceed 6 hours for graduation.

MAT 1233 or BOT 1313 & a Natural Science with a lab may be substituted for College Algebra.

Assistance with math and/or reading will be available on a co-curricular basis to certificate-seeking students who lack entry-level skills in math and/or reading.

Page 187: Occupational Therapy Assistant Technology
This statement has changed as follows:
**May substitute a previous medical terminology course (example: BOT 1613 or BOT 1623).

Page 193: Surgical Technology Admissions Policy.
#7 has changed as follows:
After notification of acceptance, the student will be required to provide current certification of Healthcare Provider C and to pass a physical examination, a criminal background check, and a drug screening prior to entering the program.
The bolded Admission statement at the bottom of the page has been removed

Page 195 Cosmetology:
In addition to meeting the admission requirements for Holmes Community College, students applying to the cosmetology program must meet the requirements for prior educational credit as established by the MS State Board of Cosmetology for the state licensure exam. In order for prior education (typically a diploma from a regionally-accredited high school or an official GED) to be verified, applicants must submit copies of their transcripts (high school and/or college) to the cosmetology program instructor by August 1. Only applicants whose education is accepted by the state board of cosmetology will be eligible to enter the program. Transcripts may be mailed to the Holmes CC Cosmetology Department, PO Box 409, Goodman, MS 39079.

Pages 199 – 232: Academic Course Descriptions

Remove the following:
Industrial Safety (BAD 2843)
Real Estate (BAD 2713)
Real Estate Law (BAD 2723)
Real Estate Finance (BAD 2733)
Real Estate Appraisal I (BAD 2744)

Change: BIO 1124 – Principles of Biology (Pre-requisite: BIO 1114).
Change: BIO 1144 – General Biology II for Majors (Pre-requisite: BIO 1134).

Remove: CRJ 2213 - Traffic Law

Remove: FCS 1253 - Nutrition in Health Care

Add: HPR 2442 - Soccer Theory.
Explores the theories, practices, and strategies involved in coaching the game of soccer. Emphasis will be placed upon the objectives, rules, regulations, and policies of competitive athletics, as well as on individual skills, team tactics, organization and management practices pertaining to public school and intercollegiate soccer programs. Two lectures. Two hours credit.

Change: HPR 2433 - Basketball Theory to HPR 2432 a two-hour credit course.

Remove: REA 1233 — Speed Reading I.

Change the following:
GRA 1143 – Graphic Communication I.
Instrumental drawing, geometric construction, orthographic projection, and descriptive geometry. Includes computer aided design (CAD). Two lectures. Two hours laboratory. Three hours credit.

GRA 1153 – Graphic Communication II.
A continuation of GRA 1143. Six hours laboratory. Three hours credit.

HPR 1511, 1521 - Team Sports I & II.
This course focuses on rules, techniques and participation in basketball, volleyball, or softball. Two classes. One hour credit.

HPR 1531 - Individual and Dual Sports I.
This course focuses on techniques and participation in tennis or archery. Two classes. One hour credit.

HPR 1551, 1561, 2551, 2561 - Fitness and Conditioning Training I, II, III, IV.
Instruction and practice of basic principles of fitness and conditioning through a variety of exercises and activities. A student may earn only one hour's credit for graduation per course number even if the course number is repeated. Two classes. One hour credit.

HPR 1613 - Physical Education in the Elementary School.
This is a study of the growth and development of children including their interests and tendencies. Educational and physical education philosophy and objectives are stressed, as well as methods of teaching. Emphasis is placed on a conceptual approach based on mechanical laws and related concepts which results in a program of physical education presented in sequential progressive problem-solving situations. Theory and laboratory. Three lectures. Three hours credit.

HPR 2213 - First Aid and CPR.
Instruction and practice in methods prescribed in the American Red Cross or American Heart Association standard and advanced courses. Three lectures. Three hours credit.

HPR 2423 - Football Theory.
Theoretical study of football methods from an offensive and defensive standpoint including the fundamentals of blocking, passing, tackling, charging, punting, generalship, rules and team play. Two lectures. Two hours credit.

HPR 2433 - Basketball Theory.
A theoretical study of basketball methods from an offensive and defensive standpoint, including the study of teaching of the fundamentals and team organization. Three lectures. Three hours credit.

HPR 2453 - Baseball Theory.
A theoretical study of baseball methods from a coaching standpoint; study of fundamentals and team play; methods of teaching fundamentals; team organization. Three lectures. Three hours credit.

HPR 2493 - Softball Theory.
Philosophies and methods of coaching, leadership, teaching techniques, team or organization, softball strategies, preparation for games, and preparation and care of softball fields. Three lectures. Three hours credit.

HPR 2733 - Introduction to Athletic Training. (Changed from HPR 2443 – Athletic Training & Treatment of Injuries)
Introduction to the profession, including but not limited to procedural aspects of the athletic training room operations, role delineations, preparation and competencies with 100 observational/experience hours under a BOC certified athletic trainer. This course is recommended for Athletic Training majors.

HON 1911, 1921, 2911, 2921 – Honors Forum I, II, III, IV.
Admission is by invitation only. Interdisciplinary studies of selected issues confronting the individual and society with discussions led by scholars, faculty, and/or students. One lecture. One hour credit.

HUM 1113 - Introduction to Humanities.
A humanistic approach to man's creative achievements in art,literature, music, and philosophy in western civilization. Three lectures. Three hours credit.

IED 1213 – Woodworking I.
Knowledge, appreciation, and skill in use of hand tools; wood joints, finishes, fasteners, and job planning. One lecture. Five hours laboratory. Three hours credit.

IED 1813 – Basic Electricity & Electronics.
A study of basic electrical phenomenon to fundamental electronics. One lecture. Four hours laboratory. Three hours credit.

IED 2413 – History & Appreciation of the Artcrafts.
The study of the growth and development of the artscrafts through the ages using historical lecture and other instructional methods, practical design and construction of projects in pottery, leather craft, wood carving, and stained glass. Four hours laboratory. Three hours credit.

JOU 1111, 1121, 2111, 2121 – College Publications I (Yearbook-Horizons or Newspaper-The Growl).
A laboratory course designed to give practical experience in working with college newspaper and yearbook production. News, feature, and editorial writing, make-up and layout, editing, advertising and photography will be emphasized according to student need. Two hours laboratory. One hour credit.

LEA 1813 – Leadership & Organization Skills I.
A study of leadership styles and skills, roles and functions of officers of student organizations. Includes parliamentary procedure, chain of command, communication, conducting effective meetings, role of constitution/by-laws, principle of ethics, etiquette, and working with volunteers. Three lectures. Three hours credit.

LLS 1313 – Orientation.
This course is designed to help the new college student adjust to college life. It includes a study of personal and social adjustments, and gives the student guidance in collegiate life. Three lectures. Three hours credit.

LLS 1413 – Improvement of Study.
This course is designed to aid the student in study skills, promote student success in basic reading and note-taking techniques, critical thinking, time management, test-taking strategies, and listening and memory enhancement. Three lectures. Three hours credit.

LLS 1713 – Job Search Skills.
This course is designed to prepare students for employment by teaching the importance of interviewing skills, employer expectations, employability skills, work ethics, and job retention skills. Three lectures. Three hours credit.

NUR 1115 – Nursing Theory I to NUR 1116 - Nursing Theory I (Prerequisites BIO 1514/1524 or BIO 2514/2524).
Foundation for all subsequent nursing courses. Introduces the philosophy and conceptual framework of the Holmes Community College ADN Program. Emphasis is placed on normal, basic needs, physical assessment, nursing process, as well as laboratory experiences and drug calculations. Correlates with NUR 1119. Five lectures. Three hours laboratory. Six hours credit.

NUR 1226 - Nursing Theory II (Prerequisites NUR 1116/1119, ENG 1113, PSY 1513, BIO 1613 (Pre/Corequisites SPT 1113, EPY 2533, and Humanities or Fine Arts Elective).
This course focuses on the utilization of the nursing process in the care of the individual and/or family in institutional and community health care settings. Includes content and laboratory experiences on venipunctures, intravenous/blood therapy and administration and clinical experiences. Five lectures. Three hours laboratory. Six hours credit.

NUR 1316 Nursing Transitions I (Prerequisites BIO 1514/1524 or BIO 2514/2524). A transitional course designed to assist the LPN in mastering the first semester of the first year ADN objectives and serves as a partial basis for entry into the sophomore nursing courses. It includes content on the registered nurse role and functions that was not part of the student's LPN education as well as fundamental skills in the areas of physical assessment, nursing process, and drug calculations. Five lecture hours. Three laboratory hours. Six hours credit.

NUR 1326 - Nursing Transitions II (Prerequisites NUR 1316).
A transitional course designed to assist the LPN in mastering the second semester of the first year ADN objectives and serves as partial basis for entry into the sophomore courses. It includes content related to the registered nurse role and functions that are not covered in NUR 1316, as well as fundamental nursing skills including venipuncture, intravenous/blood therapy and administration, and clinical experiences. Five lectures. Three hours laboratory. Six hours credit.

REA 0113 – Beginning Reading.
A course designed to offer reading instruction to students demonstrating a need for proficiency in reading skills at the college level. Three lectures. Three hours institutional credit. (Not designed to transfer).

REA 0123 – Intermediate Reading.
A continuation of REA 0113. Three lectures. Three hours institutional credit. (Not designed to transfer).

Page 232 – 276: Technical Course Descriptions

Change as follows:
BOT 1013-Introduction to Keyboarding. Two lectures. Two hours laboratory. Three hours credit.
BOT 1123-Keyboard Skillbuilding. Three lectures. Three hours credit.
BOT 2423-Income Tax Accounting. Three lectures. Three hours credit.
BOT 2463-Payroll Accounting. Three lectures. Three hours credit.
BOT 2523-Medical Machine Transcription I. Two lectures. Two hours laboratory. Three hours credit.
BOT 2533-Medical Machine Transcription II. Two lectures. Two hours laboratory. Three hours credit.
BOT 2723-Administrative Office Procedures. Three lectures. Three hours credit.
BOT 1213-Professional Development to BOT 1213-Personal and Professional Development.

Remove the following:
CNT 1414 - Fundamentals of Data Communications.
CPT 1214 - Visual BASIC Programming Language.
CPT 1224 – RPG Programming Language.
CPT 1234– COBOL Programming Language.
CPT 1414 – Java Programming Language.
CPT 2354 – Systems Analysis and Design.
CPT 2444 – Script Programming Language.
CPT 2434 – Advanced Visual BASIC Programming Language.
CPT 2244 – Database Programming and Design.
CPT 2264 – Advanced RPG Programming Language
CPT 2274 – Advanced COBOL Programming Language
CPT 2284 – C++ Programming Language.
CPT 2424 – Advanced C++ Programming Language

Add the following:
IST 1124 – IT Foundations
This course covers the diagnosis, troubleshooting, and maintenance of computer components and interpersonal communications for IT professionals. Topics include hardware compatibility, system architecture, memory, input devices, video displays, disk drives, modems, printers, safety and environmental issues, communication, and professional behavior. Two hours lecture. Four hours lab. Four hours credit

IST 1134 Fundamentals of Data Communication
This course presents basic concepts of telephony, local area networks, wide area networks, data transmission, and topology methods (4-sch: 2-hr lecture, 4-hr lab).

IST 1143 Security Principles and Policies
This course is an introduction to the various technical and administrative aspects of information security and assurance. This course provides the foundation for understanding the key issues associated with protecting information assets, determining the levels of protection and response to security incidents, and designing a consistent, reasonable information security system with appropriate intrusion detection and reporting features (3-sch: 2-hr lecture, 2-hr lab).

IST 1154 Web and Programming Concepts
This course is an introduction to Web site development and programming logic. Students will gain hands-on experience in the development of computer programs. Upon completion of this course, students will be able to create a Web site and post it on the Internet (4-sch: 2-hr lecture, 4-hr lab).

IST 1163 Concepts of Database Design
This course is an introduction to the design and manipulation of relational databases. Emphasis is placed on creation, manipulation, extraction, and display of data from existing databases. QBE and SQL are explored (3-sch: 2-hr lecture, 2-hr lab).

IST 1213 Client Installation and Configuration
This course is designed to help the student install, support, and troubleshoot a current client operating system. Emphasis will be placed on common user operations as well as the network administrator's support of the client (3-sch: 2-hr lecture, 2-hr lab).

IST 1223 Network Components
Prerequisite: Fundamentals of Data Communications (IST 1134)
This course presents local area network and wide area network connectivity. It focuses on architectures, topologies, protocols, and transport methods of a network (3-sch: 2-hr lecture, 2-hr lab).

IST 1244 Network Admin Using Microsoft Windows Server
This course focuses on the management of a computer network using the Microsoft Windows Server network operating system. Emphasis will be placed on daily administrative tasks performed by a network administrator (4-sch: 2-hr lecture, 4-hr lab).

IST 1254 Network Administration Using Linux
This course focuses on the management of a computer network using the Linux operating system. Emphasis is placed on installation, configuration, implementation, and administrative tasks of a functional server (4-sch: 2-hr lecture, 4-hr lab).

IST 1314 Visual BASIC Programming Language
This introduction to the Visual BASIC programming language introduces the student to object-oriented programming and a graphical integrated development environment (4-sch: 2-hr lecture, 4-hr lab).

IST 1714 Java Programming Language
This introduction to the Java Programming Language is to include sort, loops, arrays, and applets (4-sch: 2 hr. lecture, 4 hr. lab).

IST 2224 Network Planning and Design
Prerequisite: Network Components (IST 1223)
This course involves applying network concepts in planning and designing a functioning network. Emphasis is placed on recognizing the need for a network, conducting an analysis, and designing a solution (4-sch: 2-hr lecture, 4-hr lab).

IST 2234 Network Implementation
Prerequisite: Network Planning and Design (IST 2224)
This course is the culmination of all concepts learned in the network curriculum. Topics include planning, installation, evaluation, and maintenance of a network solution (4-sch: 2-hr lecture, 4-hr lab).

IST 2314 Systems Analysis and Design
This course introduces techniques used in systems analysis and design. Emphasis will be placed on the design, development, and implementation of an information system (4-sch: 2-hr lecture, 4-hr lab).

IST 2324 Script Programming
Prerequisite: Web and Programming Concepts (IST 1154)
This course is an introduction to the use of integrating scripts to add functionality to Web pages (4-sch: 2-hr lecture, 4-hr lab).

IST 2334 Advanced Visual BASIC Programming Language
Prerequisite: Visual BASIC Programming Language (IST 1314)
This course is a continuation of the Visual BASIC programming language (4-sch: 2-hr lecture, 4-hr lab).

IST 2374 C Programming Language
This course is designed to introduce the student to the C programming language and its basic functions (4-sch: 2-hr lecture, 4-hr lab).

IST 2384 Advanced C Programming Language
Prerequisite: C Programming Language (IST 2374)
This course is a continuation of the study of the C programming language (4-sch: 2-hr lecture, 4-hr lab).

IST 2414 Flash Game Programming
Prerequisite: Advanced Visual BASIC Programming Language (IST 2334)
This course is an introduction to developing interactive web-based games using Flash and ActionScript programming. Upon completion of this course, students will be able to create a fully functional Flash game and post it to the web. (4-sch: 2-hr lecture, 4-hr lab)

IST 292(1–3) Special Problem in Information Systems Technology
Prerequisite: To be taken during the semester the student is to complete the program
This course provides students with an opportunity to utilize skills and knowledge gained in other Information Systems Technology courses.(1–3 sch: 2 to 6-hr lab).

Change the following:
ENT1114 – Graphic Communication to ENT 1113. Two lectures. Two hours laboratory. Three hours credit.

ENT1123 – Computational Methods for Drafting. Two lectures. Two hours laboratory. Three hours credit.

FST 1241 - Clinical Embalming II (Pre/Corequisite: FST 1224 & FST1231)
FST 2323 - Funeral Merchandising and Management (No pre/corequisite)
FST 2633 - Pathology: (Pre/Corequisites: FST 1113 & FST 2623)
FST 2811 - Comprehensive Review: (Prerequisite: To be taken during the final semester of course work. Student must have a cumulative GPA of 2.0 or better.)

FOT 1813-Introduction to Forestry. Three lectures. Three hours credit.

Add the following:
IMM 1213 -Industrial Hand Tools and Mechanical Components
Safe and proper use of hand tools and mechanical components commonly used by industrial maintenance mechanics and technicians. Includes instruction in the selection, use, and care of common hand tools and in the identification and maintenance of mechanical components such as belts and pulleys, chains and sprockets, and bearings and seals used to transmit mechanical power. One Lecture. Four hours lab. Three hours credit.

IMM 1614 -Principles of Piping and Hydro-Testing
Instruction on basic principles of piping and pipe fitting, basic pipe fitting procedures, and basic hydro-testing of pipe systems. Two Lecture. Four hours lab. Four hours credit.

IMM 2113 -Equipment Maintenance, Troubleshooting, and Repair
Maintenance and troubleshooting techniques, use of technical manuals and test equipment, and inspection/evaluation/repair of equipment. One Lecture. Four hours lab. Three hours credit.

Change the following:
IMM 1813-Industrial Electricity/Industrial Maintenance Mechanics to IMM 1814. Two lectures. Four hours credit.

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PNV 1524-IV Therapy to PNV 1523: Two lectures. Two hours lab. Three credit hours.
PNV 1614-Medical/Surgical Nursing to PNV 1615: Five lectures. Five credit hours.
PNV 1634-Alterations in Adult Health to PNV 1635: Five Lectures. Five hours credit.

I certify this amendment to be true and correct in content and policy.

Fran Cox

_____ _____ _____April 9, 2010_____
Dr. Fran Cox, Vice President for Academic Programs Date